

**Sierra County
Downieville, California**



**Library Building Program
Section 20440: Appendix 5**

SIERRA VALLEY LIBRARY AND CHILDREN AND FAMILIES CENTER

**Serving the
Sierra Valley Communities of**

**Calpine
City of Loyalton
Sattley
Sierraville
Sierra Brooks**

Submitted in partial fulfillment of the
California Reading and Literacy Improvement
and Public Library Construction and Renovation
Bond Act of 2000

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OVERVIEW AND INTRODUCTION

Sierra County, the Sierra County Children and Families Commission (SCCFC), the Sierra-Plumas Joint Unified School District (SPJUSD), and the Sierra County Superintendent of Schools/Sierra County Office of Education (SCOE), have collaborated in the development of a 7,420 \pm square foot joint use facility, located in the City of Loyalton, to meet many needs of the Sierra Valley community, including a public library. The project site is located at the Loyalton Elementary School, 111 Beckwith Road, Loyalton, California. (Sierra County AP# 17-140-002.)

Sierra County does not have a library according to State standards (D. Shaffer, 1998). To provide residents with a minimal level of service, Sierra County contracts with Plumas County for library services and either rents or receives donated spaces for four library stations situated throughout the county. Outside of the schools and the four tiny, inadequate library stations, no other library services are available; no community colleges, universities, or other facilities with library resources exist in the County.

Interest surveys, community forums, and focus group meetings all document a strong desire for a full service public library. The County has been trying for over ten years to come up with the right combination of land, building design, community support, and financial assistance to be able to meet this need. It came very close several years ago when a library bond grant was awarded, but matching funds plans fell through when an emergency arose with local water supplies and the funds had to be reallocated. There was a great deal of local disappointment, and the energy to try again waned. With the new collaboration and the opportunity once again to obtain funds through the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000, a permanent full service library in Sierra County can finally become a reality.

Project Description:

The Sierra County Children and Families Commission (SCCFC) and the Sierra County Office of Education (SCOE) have collaborated to design an early childhood developmental learning center that will incorporate a pre-school and child day care center, after-school care programs, and instructional space to conduct classes for child care provider and family support skills for Sierra County residents. The project concept is an outgrowth of an original need by the SCOE to create a special-needs infant and pre-school building in close proximity to the current special-needs education building at Loyalton Elementary School. The collaborative goal is to bring together typically-developing children and children with special needs into one setting in order to maximize services and reduce operating costs. One of the primary tenants in the new facility would be the Toddler Towers Day Care Center with expanded educational support for pre-school children with special needs.

Concurrent with the planning discussions for the Children and Families Center project, the California voters passed the *Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000*. This bond act supports the construction of new public libraries that involve local school districts to increase public access to Internet services, after school homework and remedial education programs, and traditional library services. Several of

the objectives for the library projects, including after school programs and increasing family access to instruction support services, coincide with the goals of the Sierra County Children and Families Commission. Consequently, the Commission joined forces with the Sierra County library program (operated by Plumas County under a contract for services) to submit this grant application to construct a new library facility adjoining the Children and Families Center project, thus creating a comprehensive services facility for the Sierra Valley community.

The primary goal of the Sierra Valley Library and Children and Families Center is to become a focal point of information and family services for Sierra Valley residents and a window on the world for people who are now geographically isolated from many basic library services. Based on community input collected for the Community Needs Assessment, a new library should ideally be built as part of a multi-purpose facility and partnered with other agencies to maximize services and minimize costs. The Library Plan of Service, therefore, identifies a variety of services that will be provided by the Sierra Valley Library.

The Sierra County Children and Families Commission relied on a committee that included the Plumas County Librarian and representatives of the Commission and the SCOE to identify potential sites for the proposed building and to establish the space needs for each use. As currently envisioned, the combined facility would be approximately 7,420 square feet with the space evenly divided between the two components. The committee determined that the most readily accessible site for the proposed building is at the Loyalton Elementary School, situated between existing portable classrooms and the northern property line with the Loyalton City Park, where a skateboard park was constructed in 2002. This site will be very convenient for families dropping off their pre-schoolers and school-aged children and allow more elementary school children to use the Library or enter into supervised after-school care programs. Added benefits are the close proximity to Loyalton High School on adjoining property and to the park's and schools' recreation facilities, and the increased visual security for the new skateboard park, which attracts a steady stream of children and teens.

The new building is designed to satisfy the following community space and program needs:

- a public circulating library and reading room
- a pre-school and child day care center based on inclusion principles
- after-school care programs
- a homework/family computer center
- Academic Achievement/Learning Center program
- after-school homework support and academic achievement programs
- space to conduct parent and caregiver classes and other College level classes
- community meeting rooms
- literacy services
- local history archives and research room
- career development resources with Internet access to the California Employment Development Department (EDD) "Cal Job System" database of job listings, résumé posting service, interviewing tips, etc.
- outreach space for health/social services providers

When this opportunity arose for Sierra County to partner with the SCCFC and SCOE in sharing space in the new building and to integrate and coordinate public service programs to maximize the benefits to the community, it became apparent that the time for the County Library had finally arrived. Since the available building site was on School District property, it was also a natural fit to incorporate a homework/learning center that could take advantage of the high-speed Internet access hub that was recently installed at the Loyalton Elementary School. Additional partnerships have been forged with Feather River Community College (in Quincy, which is 60 miles from Loyalton in Plumas County) to staff and support an Academic Achievement program and satellite courses in the new facility. This partnership resulted in the award (in July 2003) of a capital funds grant of \$619,741.00 for the Child Care Center and the Academic Achievement Center from the California Department of Education Office of Public School Construction under AB 16 Joint Use Projects.

Project Time Schedule:

The following table identifies the key dates in the project schedule for the Sierra Valley Library and Children and Families Center Project.

Activity	Date
Joint Boards Meeting – Initiate discussion of integrated use facility to all participants.	5/21/2002
SPJUSD Board Meeting – Initial consent to use LES for the new facility.	6/11/2002
Sierra County BOS – Consent to start the preparation of the Library Bond Act of 2000 grant application.	7/16/2002
Library Interest Survey released for public responses. Initiate focus group meetings.	September - October, 2002
S/V/W/B Architects contracted to prepare architectural design for the new facility.	October, 2002
Community Design Charettes	11/18/2002 12/2/2002
Special Use Permit/CEQA documentation submitted to the City of Loyalton for action.	1/3/2003
Loyalton City Council approval of CEQA Negative Declaration and special use permit to proceed with the project.	3/11/2003
SPJUSD resolution adopting the Cooperative Use Agreement, including lease of the site for the new building.	3/11/2003
Sierra County Board of Education authorization for Sierra County Superintendent of Schools to enter into the Cooperative Use Agreements for the new building.	3/11/2003
SCCFC resolution adopting the Cooperative Use Agreement, including funding for the new building.	3/12/2003
Sierra County Board of Supervisors final approval of Library Grant Application and adoption of the Cooperative Use Agreement.	3/18/2003

Sierra County Board of Education authorization for Sierra County Superintendent of Schools to enter into a Joint Use Agreement with Feather River Community College to operate the academic achievement program within the new building. Authorization to submit the Type III Joint Use Facility application for funding under the Kindergarten-University Public Education Facilities Bond Act of 2002 and/or 2004.	4/8/2003
Feather River Community College Board meeting to enter into a Joint Use Agreement with Feather River Community College to operate the academic achievement program within the new building. Resolution in support of the SCCSS submitting the Type III Joint Use Facility application for funding under the Kindergarten-University Public Education Facilities Bond Act of 2002 and/or 2004.	4/17/2003
SCCSS submittal to the California Department of Education and the DGS - Office of Public School Construction for the Type III Joint Use Facility application for funding under the Kindergarten-University Public Education Facilities Bond Act of 2002 and/or 2004.	4/30/2003
Approval Hearing for the Type III Joint Use Facility application for funding under the Kindergarten-University Public Education Facilities Bond Act of 2002 and/or 2004.	July, 2003
Notification of the grant approval for the Library Grant application	October, 2003
Design Development Plans Completion	8/1/2004
Working Drawings (90%) Completion	10/15/2004
Construction Documents Completion	11/30/2004
Project Advertised for Bids	12/17/2004
Ground-breaking Ceremony	2/15/2005
Start of Construction	3/1/2005
Estimated Mid-Point of Construction	6/1/2005
Completion of Construction	8/31/2005
Opening of Library Building to the Public	10/1/2005
Final Fiscal & Program Compliance Review Completed	12/31/2005

Relationship of the Library Building Program to the Architectural Design:

The Library Building Program was developed in order to provide guidelines to the architect regarding the functions and space needs required to fulfill the services outlined in the Library Plan of Service. The Program will be utilized by all building team members over the course of the building project.

The architect firm chosen to design the Sierra Valley Library and Children and Families Center is Sheehan/Van Woert/Bigotti Architects (SVWB). The 11-person interview committee was particularly impressed by SVWB's commitment to public sector projects and their mission to complete these projects on time and on budget. Rather than being intimidated by such a large interview panel, Brad Van Woert expressed excitement at the opportunity to be involved in a project that demonstrated so much community support. Mr. Van Woert impressed the panel with

his interest in involving the community in the planning process, building consensus, and finding solutions to address the project's needs.

Two architectural charrettes were scheduled in Loyalton, on November 18 and December 2, 2002. Both events were widely publicized. The charrettes were attended by parents, students, school administrators, and representatives of the various partners. Before the first charrette, members of SVWB visited the proposed project site to familiarize themselves with the views, elevation, and visibility of the site.

Brad Van Woert began the first charrette by asking the group to discuss the various functions of the project and how they would relate to each other. Brad asked the group to visualize the focal points of the building, and the group agreed that the shared spaces, especially the community meeting room, should be areas that divide but link the major functions of the building.

The group was then asked to consider the statement that this building should make to the community. Partners explained their missions and the goals they hoped to accomplish in developing this multi-purpose project. The concept of a single point of entry to many services, and the Library's purpose as a window on the world, were felt to be concepts which could be translated directly into the architectural design. The group agreed that the building should inspire and at the same time should avoid being intimidating. Participants explained important natural landmarks that are visible from the site and should be visible from the building. The group also emphasized the importance of solar and wind considerations in order to minimize ongoing maintenance costs.

At the second charrette, Brad presented a footprint of the building that his firm developed to fit the proposed site, including parking needs and pedestrian access to and from the Elementary School. At this charrette the group discussed the major services, detailed in the Library Plan of Service, that would be provided and the space needs for each service. Participants emphasized the importance of an open floor plan for the Library and discussed adjacency requirements. Brad's dynamic planning method included sketching several rough "bubble" floor plans and making changes on the spot based on group input. The tone of the second charrette was charged with excitement, and it was during this meeting that the project began to move from dream to potential reality for several participants, notably a member of the Sierra County Board of Supervisors. The Supervisor commented, "I can really see this Library taking shape; I'm starting to think this might really happen."

The architect then met with partners to present an initial floor plan based on space needs of each library service as described in the Program. Lighting, technology, visibility, adjacency, and other considerations were applied to the plan, and adjustments were made accordingly.

The planning process for this project involved an unprecedented level of collaboration and cooperation for Sierra County residents, governing boards, programs and agencies. Many participants, no doubt influenced by past unsuccessful attempts to build a library, had little confidence that this large, ambitious, and sometimes cumbersome group could succeed in planning, funding, and constructing a building with such diverse uses and so many collaborative partners. Individual partners and interested groups each had separate (occasionally conflicting)

agendas, in addition to the collaborative agenda, so reaching consensus decisions and agreements required some long, intense, difficult, but memorable meetings. Those meetings resulted in agreements, but equally important, they served to build a new level of trust and respect among the collaborative group that will serve the entire project well as it moves forward to completion, and will continue to serve the partners well as they implement programs in the new space.

Roles and Relationship of the Library Building Team Members:

The Sierra Valley Library and Children and Families Center is a collaborative effort involving agency personnel and contract design and engineering professionals. The project coordinator for the development and completion of the facility is Ms. Gloria Wyeth, M.A., Executive Director for the Sierra County Children and Families Commission (SCCFC), which is governed by a five-member board appointed by the Board of Supervisors. The SCCFC has been designated in the Cooperative Agreement to manage the construction of the facility to then be turned over to a Management Advisory Committee of the participating agencies to operate this multi-purpose, joint use facility.

The design and programming of the new library space has been under the guidance of Ms. Margaret Miles, MLIS, who serves as the Librarian for Sierra County under a contract between Sierra and Plumas Counties. Assisting Ms. Wyeth and Ms. Miles in the project planning and coordination of the various permits and grant applications has been W. Dean Diederich, AICP. Mr. Diederich has handled most of the day-to-day coordination of activities to manage the project, having over 20 years of community and facility planning experience, including parks, community centers, and management of a 5-year, half-billion dollar capital improvement programming effort for Washoe County, Nevada.

Sierra County staff who have been involved with the preliminary design of the new facility and will coordinate the County's oversight of the construction activities with the SCCFC include Mr. Tim Beals, Planning Director and Public Works department head, and Mr. William Demers, Director, Department of Health and Human Services. The County Auditor, Mr. Van Maddox, will provide fiscal oversight for any State Grant funds that will be passed through to the SCCFC for the construction contracts for the new facility.

SCCFC will ensure that a qualified CPA is engaged to provide a financial audit and accounting for all construction contracts. In addition, a sub-contract for a Labor Compliance Plan will be issued with the construction contract to satisfy all requirements of the Department of Labor.

The new facility will be built on land owned by the Sierra-Plumas Joint Unified School District (SPJUSD), which will partner with Sierra County Office of Education to provide direct services in a homework/academic achievement program to school district children. Consequently, the building is subject to the Field Act and will require building plan approval and inspections under the direction of the California State Architect. The SPJUSD staff that will coordinate with the SCCFC during the construction of the facility include Mr. Michael D. Filippini, Superintendent; Ms. Penny Berry, Site Administrator for Loyalton Elementary School; and Mr. Mike Hale, Facility Maintenance for Loyalton Elementary School. Mary Genasci, Sierra County

Superintendent of Schools, will coordinate with SCCFC during construction of the facility on behalf of the Sierra County Office of Education.

The following firms and individuals are providing contract services and support for the construction of the Sierra Valley Library and Children and Families Center.

Position	Individual	Firm
Project Attorney	Stephen Hartsell	Schools and College Legal Services of California.
Project Planner/ Environmental Documentation	W. Dean Diederich, AICP	Private Consultant
Architect Principal in charge	Jack B. Sheehan, AIA CA License # C5755	S/V/W/B Architects, Inc
Project Architect	Brad Van Woert, AIA CA License # C10063	S/V/W/B Architects, Inc
Construction Management	Charles Grundy, CSI, CCCA	S/V/W/B Architects, Inc
Principal Engineer, Structural	Tom Hicks, P.E.	Ferrari & Shields
Project Engineer, Structural	Joe Shields, P.E.	Ferrari & Shields
Principal Engineer, Civil	Allen Gray, P.E. CA License # 39573	Gray & Associates Engineers
Principal Engineer, Mechanical	William Peterson, P.E.	Peterson & Associates
Project Engineer, Mechanical	Denise Kowal, P.E.	Peterson & Associates
Principal Engineer, Electrical	Douglas Rawson, P.E.	Aentec Inc.
Project Engineer, Electrical	Scott Prutor, P.E.	Aentec Inc.
Boundary Survey and Topography	Steven Bell, LS	GA Engineering & Planning

When a construction contract is awarded, consulting services will be arranged for the State certified construction inspector and for an Archaeologist to be present during all excavations for the project to ensure proper documentation of any cultural or historic resources that may be unearthed. Costs for both have been included in the project budget in anticipation of their need.

GENERAL REQUIREMENTS OF THE LIBRARY BUILDING

The Sierra Valley Library and Children and Families Center will be a focal point in the Sierra Valley and will draw people from throughout the County to utilize its services. The Center will be located on the property of Loyalton Elementary School, near the Special Education building, and should share some architectural features with the Special Education building.

The Sierra Valley Library and Children and Families Center is a multi-purpose building, with library-related functions occurring in one area, and preschool, after-school care, health care outreach, and office space occurring in a separate area. These two distinct spaces will be used by somewhat disparate populations, and for acoustic and security reasons, it is important that they be separated by a common lobby. The building partners will share a community meeting room, kitchen, and public restrooms; these areas should be placed between the Children and Families Center and the Library in order to divide them spatially while linking them to a common area. Additional public restrooms should be located within the Library. The entire building should be unified architecturally, and architectural style and features should reflect the history and the environment of the Sierra Valley region.

Visitors to the Library will check out and return materials, use public access computers to locate materials and access information, and will sit and read in a comfortable environment. A higher than state average percentage of Sierra County residents are seniors, so it is reasonable to expect high usage by seniors. The joint use projects will result in heavy usage by school-age children for Homework Center activities and by preschool-age children for school readiness programs. The Library will also offer confidential Literacy services and a Local History Room to house a variety of archival materials.

The Library should appear welcoming and attractive and should not intimidate first-time visitors. Layout should naturally draw visitors into the Library and provide easy access to high-use collections and services.

The entire allocated area for the Library will be approximately 3,500 square feet. Given the size of the Library, and the shared services offered in many spaces, an open floor plan is preferable. This will provide visibility as well as a feeling of continuity and spaciousness. The following requirements are, therefore, applicable to the entire Library. Any specific requirements are detailed in Space Descriptions, beginning on page 18.

a. Occupancy by Staff and Patrons:

The Library will be staffed by a Homework Aide, Literacy Aide, and Branch Library Assistant.

Literacy Aide	.6 FTE
Homework Center Aide	.4 FTE
Branch Library Assistant	.4 FTE

In cooperation with the Sierra County Office of Education, staffing will be shared by a Homework Center Aide provided by SCOE. Services will be expanded with the use of trained volunteers and work-experience students.

The Sierra Valley Library will have one staff member present during all full service operating hours. (The Branch Library Assistant position will be shared by two people, one working evenings, and one working Fridays and Saturdays.) In addition, the Library has a goal of having one library volunteer present at least 10 hours per week (2/3rd of the time) to help support the Library staff. Both the staff member and volunteer will be located at the Circulation/Information desk at the front of the Library. The Literacy Aide workstation will be located in the Literacy classroom.

It is expected that the Library will be heavily used by the community during open hours. The Homework Center and Literacy office will be busy with as many as 30 students at a time, plus as many as 20 additional adults may be using public access computers, browsing shelves, or reading in comfortable chairs.

b. Type and size of collections:

The Sierra Valley Library will feature the following collections of materials:

Collection Type	Number of Books	Volumes per LF	Number of shelves	Plus 25% space	Shelving Height	# of shelves per range	Number of Ranges
Picture Books	830	25	11	14	42	3	5
Easy readers	120	25	2	2	42	3	1
Fairy Tales	90	20	2	2	42	3	1
Chapter Books	780	15	17	22	42	3	7
Young adult fiction	350	15	8	10	42	3	3
Fiction	1250	10	42	52	66	6	9
Mysteries	430	12	12	15	66	6	2
Western	290	12	8	10	66	6	2
Science Fiction	130	12	4	5	66	6	1
Large Print	140	10	5	6	66	6	1
Nonfiction (A & J)	2600	12	72	90	66	6	15
Biographies	100	12	3	3	66	6	1
Reference	320	10	11	13	42	3	4
New Books	100	12	3	3	42	3	1
Audio Books	150	12	4	5	42	3	2
	7680						54
Videos	100	10	3	4	42	3	1
Magazines	15 subscriptions	3 per shelf	5	6	42	3	2
Local History	800	10	20	20	70	5	4
(48*70*18 shelves)							
Local History	400	10	13	13	42	3	4
(36*42*12 shelves)							
TOTAL							66

Shelving Summary							
	Height	Width	Depth	Number of Ranges			
Regular Shelves	42	36	10	51			
Regular Shelves	66	36	8	31			
Magazine Shelves	42	36	10	2			
Video/Audio Shelves	42	36	10	3			
Wooden Shelves	70	48	18	4			
Wooden Shelves	42	3	12	4			

Source: M. Miles - comparable collection to Portola and Greenville Branch Libraries - 2003

The collection chart above is taken from the Plan of Service for the Library, which projects the collection and space needs for the community for the next 40 years.

c. Flexibility and expandability:

The building, sidewalks, and parking lot are projected to use the entire site allocated by the Sierra-Plumas Joint Unified School District, and expansion of the building is not anticipated. Minor expansion of the building walls could be achieved to the north and west, but it would not be a smooth transition from the currently programmed space.

Because this Library will need to serve the community for many years, the interior of the Sierra Valley Library should be designed for maximum flexibility, allowing for space to be reconfigured as local interest and usage is established and redefined over time. As the County's population ages as predicted in the demographics section, there may be a greater need for adult reading spaces and less space needed for the children's reading area; an open floor design allows for these adjustments without sacrificing the quality library experience the new facility will provide for the community.

d. Staff efficiency:

In order to provide a single service point and maximize staff efficiency, staff will provide circulation and information services at a single desk. It is critical to the operation of the Library that all staff processes work smoothly and efficiently. The Library layout should allow staff to walk quickly to all high-use areas, and the Circulation/Information desk must include adequate space and storage to allow for streamlining of tasks.

e. Energy efficiency:

The entire structure should be designed to be energy efficient in every aspect of building function, since poor energy efficiency would result in significant increases in operational costs that will negatively impact the Library's operating budget every year the building is in use.

From adequate insulation to a computer controlled HVAC system, the building should respond to all the seasonal climactic cycles throughout the year.

The building should take advantage of the site's southern exposure for maximum solar gain. Calculated overhangs should protect the Library from the harsh sun in the summer, but allow sun and daylight to warm the facility in the winter. Heating and cooling should be controlled by a sensor system that regulates air temperature by a computer program that understands time of day, functional use, and seasonal temperatures. The ridgeline and roof slope should be flattened in order to minimize the interior volume of space that requires heating or cooling, and ceiling fans should be installed throughout the building to improve air circulation and move trapped heated air downward. It is desirable for the project team to investigate the feasibility of a geothermal heat transfer pump system.

As much daylight as possible should be let into the facility in winter months to save on electrical lighting costs. Double-paned windows, with gasket frames to minimize heat transfer to casings, should be used throughout the facility. A well-designed task lighting plan should be developed to use light in areas only where it is needed.

f. Fenestration:

The site for the Sierra Valley Library and Children and Families Center features a sweeping view of Sierra Valley to the north. The new Library will provide the community with a window on the world, and this can be reflected literally in the fenestration, which should take advantage of the scenery. Advantage should be taken of the southern exposure to maximize solar efficiency.

Fenestration for the Library should bring in as much natural light for energy savings and the pure enjoyment of reading and working in a naturally lit environment. At the same time, direct glare should not fall on computer screens. Sunlight shining onto book shelving can cause glare and decrease visibility, and can also cause fading of books, so should be avoided. Clerestories and porch and roof overhangs may be used to protect the harsh, radiant light from damaging books, furniture, and equipment.

All windows should be double-paned with gasket frames to minimize heat transfer to the casings. Any operable windows in public areas will require lockable screens.

g. Space finishes:

The level of finishes that include floors, walls, ceilings, and equipment should provide an atmosphere that both responds to the function of the Library and reflects the rural character of the Sierra Valley. Colors and textures should echo the unique environs of the area from the Sierra Nevada Mountains to the rolling fields of the Valley. The charge is to create an environment that is welcoming and natural.

All furnishings in the Library should be attractive, durable, and easily cleaned. The community of Sierra Valley has expressed the desire for a permanent library building featuring traditional, basic library services. Furnishings should reflect a traditional, classic style that provides a sense of security, comfort, and permanence. The community has expressed a strong desire for “a place to sit and read,” and the library should include adequate comfortable reading chairs as well as chairs and tables for studying. Tables and desks should feature rounded corners for safety. All shelving should be adjustable steel cantilever with wood or laminate end panels. Some slatwall or bulletin board end panels should be included for display purposes. Shelving units shorter than 60” should include wood or laminate canopy tops for book display. Where appropriate, double-sided shelving will be used to maximize space. Specialized display shelving is preferred for audio-visual materials, magazines, and new book collections. Usable wall space throughout the Library, meeting room, and building lobby will be devoted to rotating public art displays and young artist displays provided by the Sierra County Arts Council.

The total table seating and adult seating throughout the Library, including the Homework Center, classroom, and Local History Room, is 43 seats. In addition, a minimum of 25 seats and two large tables should be provided in the Meeting Room. The total children’s seating in the Library is 8 seats plus one (1) oversized reading chair. The total number of technology workstations seats is 14. There are two (2) additional computer terminals with Internet access next to the main book stacks that are height adjustable for either standing-use or for wheelchair accessible heights.

h. Access for the disabled:

All entrances, spaces, signage, furniture, and fixtures must comply with the Americans with Disability Act (ADA). The County and the State Architect will review final plans for ADA compliance.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36” wide. Main aisles are principal access routes which run perpendicular to side aisles and must be a minimum of 44” wide. All doors must be 36” wide, and all thresholds must not exceed ½”.

A minimum of 5% of all fixed or built-in seating, tables, counters, or carrels must meet accessibility requirements; in all cases, no less than one accessible feature will be provided. A minimum of 30” wide x 48” deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. Knee space for all seating must be at least 27” high, 30” wide, and 19” deep. The top of tables, carrels, or counters shall be from 28” to 34” above the finished floor.

i. Acoustics:

The Library should be designed to reduce noise as much as possible so that quiet places for reading can be located within the open floor plan. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatments, and the location of the stacks. The use of nylon-cut carpeting and seating with fabric upholstery will absorb harsh sound and help create a warm, quiet environment for reading and working.

j. Environmental conditions:

Temperature should be maintained between 68° and 72° with a relative humidity of 40-60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Any ductwork should be baffled to prevent unacceptable noise levels. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants.

k. Illumination:

Lighting throughout the Library should be bright enough for reading, studying, and locating books. Lighting fixtures should add to the welcoming nature of the building and should avoid looking institutional. All lighting should be energy-efficient; at least 30 to 40 foot candles must be maintained throughout the building.

Signage should be illuminated for greater visibility. Lighting must not create a heat buildup.

During daylight hours, as much natural lighting should be utilized to save on electrical power and provide for an atmosphere that will be conducive to reading and working. Electrical lighting should be designed on two levels. Generally, an ambient level of lighting should provide indirect lighting that will reflect off the ceiling and walls. The other level of light should be task lighting, directly illuminating reading areas and work areas that can be shut off when these areas are not in use. The overall effect, especially at night, should provide a welcoming and warm glow to the Library.

l. Power and data requirements:

The new Sierra Valley Library and Children and Families Center will provide a central location for residents and students to benefit from the latest advancements in computer and Internet access for personal and educational needs.

The inventory of potential computer terminals with Internet access in the new facility include:

Library/Homework Center Wing - 19 connected workstations
Library staff - 2 computers; one printer.

Public library area Catalog and Internet access computers - 2 computers; (printer shared with staff)

Local History Room - 3 computers/research & media; one printer.

SPJUSD Homework Center - 12 computers (8 in main, 4 in classroom); one printer.

Sierra County Literacy Program staff - 1 computer (printer shared with HWC)

Children and Families Wing - 7 connected workstations.

Toddler Towers Day Care - 2 computers for staff; one printer

SCOE special education teacher working with Toddler Towers staff - 1 computer (printer shared with Toddler Towers)

SCCFC (First Five) Executive Director's Office (small) - 2 computers; one printer.

Sierra County District Health community outreach exam room - 2 computers; one printer.

The new facility will connect via wireless link to the current Internet access portal in the Loyalton Elementary School (LES). The LES capability is an 802.11b - 11 Mb connection that ties into the DS3 fiber link to the school system in Loyalton. In order to make the link, the Library will need to purchase a wireless ethernet bridge set and an ethernet 10/100 switch. This equipment will occupy approximately 2 square feet –and will be wall mounted in the Literacy/Library storage room. The wireless connection requires a line-of-sight installation, which is easily achieved at this site. Connection speeds of up to 11 Mb are anticipated.

The available bandwidth should be capable of supporting up to 20 simultaneous users/workstations. Internal wiring will include a punch down block, switches, or hubs and category 5 or 6 cabling to connect the client workstations to the network.

At a minimum, the new Library space will be designed with the goal of having one single data drop (jack) per seat for network enabled tables and carrels. Network connectivity will be provided to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four, or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will also be provided, consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

m. Security:

Security of the Library will be accomplished primarily through staff supervision. An open floor plan should make most areas of the Library visible from the Circulation/Information desk. For security reasons, there should not be any areas in the Library where someone could easily hide.

The only areas not requiring direct visibility are the Literacy office, which will be staffed separately, and the Local History Room, which will be kept secured when not in use. The Library does not require a book theft detection system upon opening, but the library entrance should be designed to allow installation of a system if one is needed in the future.

The lobby should be able to be secured not only from the outside of the building, but also from the Library itself to allow for the use of the Meeting Room when the Library is closed.

n. Signage:

Signage should be used to direct visitors to individual collections and areas, and should allow independent patrons to find what they want on their own. All signs should be consistent in style and terminology.

All area signs will be ADA compliant. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Local History Room") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. A changeable insert sign system is required for stack end panels.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

A complete signage plan will be developed by Library staff upon approval of final architectural plans.

o. Audio-visual systems:

Audio-visual systems for the Library will be located in the Community Meeting Room. A wall-mounted projection screen should be included in the room, and data lines for a videoconference unit should be included. A cable line should be included for access to educational programming.

p. Visual supervision:

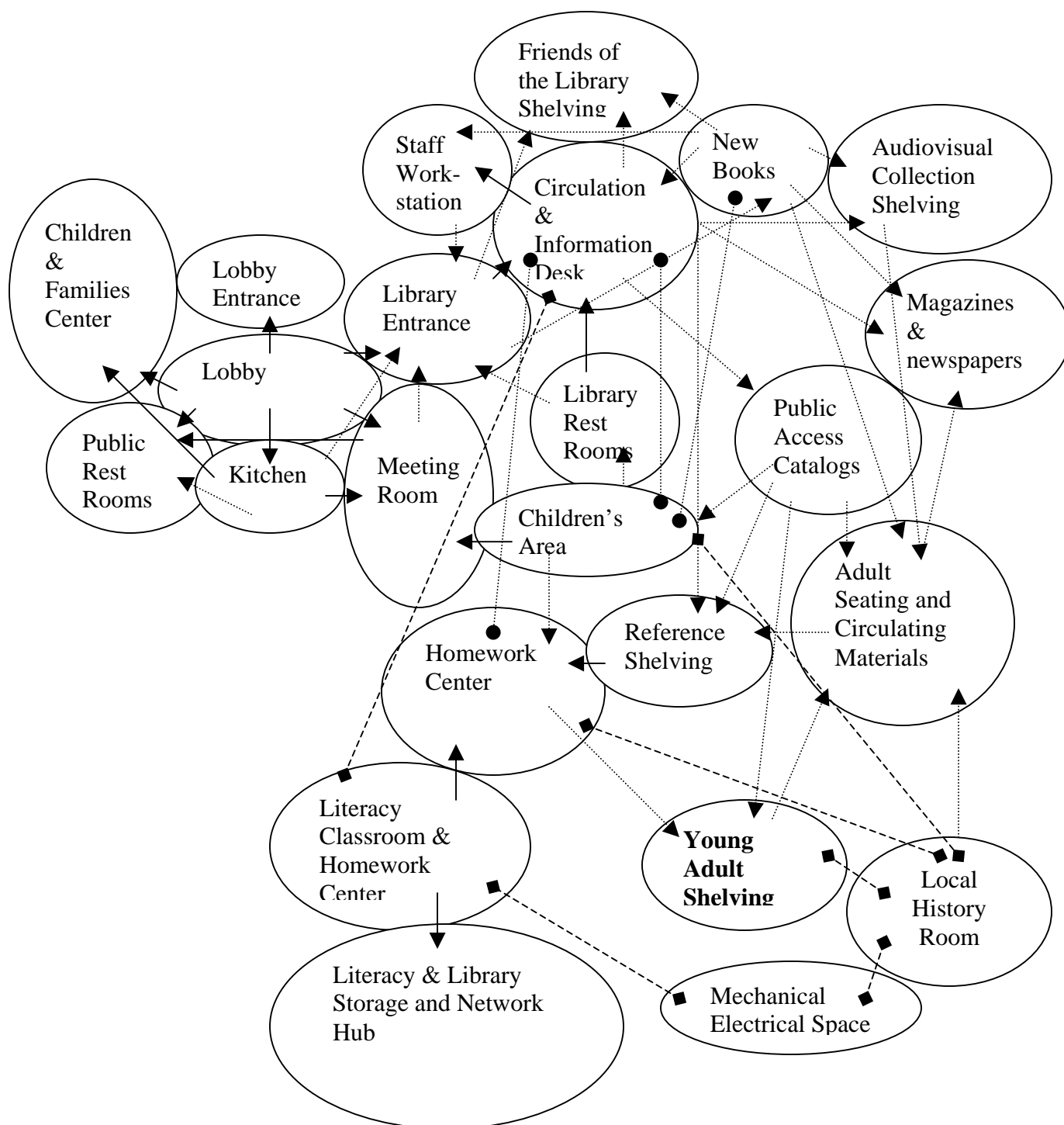
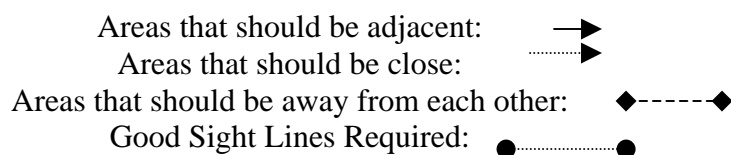
The Library will occasionally be staffed by only one person, so an open floor plan is necessary. Staff should have good visibility of most of the Library from the main service desk. Staff at the Circulation/Information desk should have especially good visibility of the public access catalogs, Children's area, Homework Center, and new book shelving. The only areas not requiring direct visibility are the Literacy office, which will be staffed separately, and the Local History Room, which will be kept secured when not in use.

q. Master list of furniture and equipment:

The complete list of furniture and equipment is included in Attachment 1 to the Library Building Program.

SPATIAL RELATIONSHIP DIAGRAM

Sierra County Library and Children and Families Center Spatial Relationships



SPATIAL RELATIONSHIPS SUMMARY

1.1 Central Entrance & Lobby

Adjacent to: Library entrance
Children and Families Center entrance
Meeting room entrance
Public Restrooms

1.2 Community Meeting Room

Adjacent to: Lobby entrance & Lobby
Public restrooms
Kitchen
Children's Area

Close to: Library entrance

1.3 Kitchen:

Adjacent to: Meeting room
Children and Families Center

Close to: Public restrooms
Library Entrance

1.4 Mechanical and Electrical Space:

Away from: Local History Room
Literacy office/classroom

1.5 Public Restrooms:

Adjacent to: Lobby

Close to: Community Meeting Room

1.6 Library Entrance:

Adjacent to: Lobby entrance & Lobby
Circulation/Information desk

Close to: New books
Public Access Catalogs
Library restrooms
Friends of the Library
Shelving
Meeting Room Entrance

2.1 Circulation / Information Desk:

Adjacent to: Staff workstation
Library entrance

Close to: Public access computers
New bookshelves
Audio-visual shelves
Library restrooms
Friends of the Library
shelving

Good sight lines to: Children's Area
Homework Center

2.2 Staff Workstation:

Adjacent to: Circulation/Information desk

2.3 Literacy/Library Storage & Network Hub

Adjacent to: Literacy office

2.4 Public Access Catalogs:

Close to: Circulation/Information desk
Library entrance
Adult Seating & Circulating
Materials
Young Adult Shelving
Children's collections

3.1 Children's Collection and Seating:

Adjacent to: Meeting room

Close to: Public access computers
Library restrooms
Homework Center

Good sight line to: Circulation Desk
New Book Shelving

4.1 Adult Circulating Books and Seating:

Close to: Young adult shelving
Public Access
Magazine shelving
Catalog
Local History Room
AV shelving
Reference Shelving
New Books

4.2 New Book Shelving:

Close to: Library Entrance
Circulation/Information desk
Audio-visual shelving
Magazine shelving
Public access catalogs
Adult collections

Good sight line to: Children's area

4.3 Young Adult Shelving:

Close to: Homework Center
Public access catalogs
Adult shelving

Away from: Local History Room

4.4 Reference Shelving:

Adjacent to: Homework Center

Close to: Adult collections
Public access computers
Circulation/Information desk

4.5 Magazine and Newspaper Shelving:

Close to: Adult lounge seating
New books

4.6 Audio-visual Collection Shelving

Close to: Circulation Desk
New book shelving

4.7 Friends of the Library Book Sale Shelving:

Close to: Library entrance
Circulation/Information desk
New Book Shelving

5.0 Local History Room:

Close to: Adult collections

Away from: Homework Center
Children's area
Mechanical & Electrical
Space

6.0 Literacy Services:

Adjacent to: Homework Center
Library/Literacy storage

Away from: Circulation/Information
Desk Mechanical/Electrical

7.0 Homework Center:

Adjacent to: Literacy
office/Homework
Center classroom
Reference shelving

Close to: Adult shelving
Young adult shelving

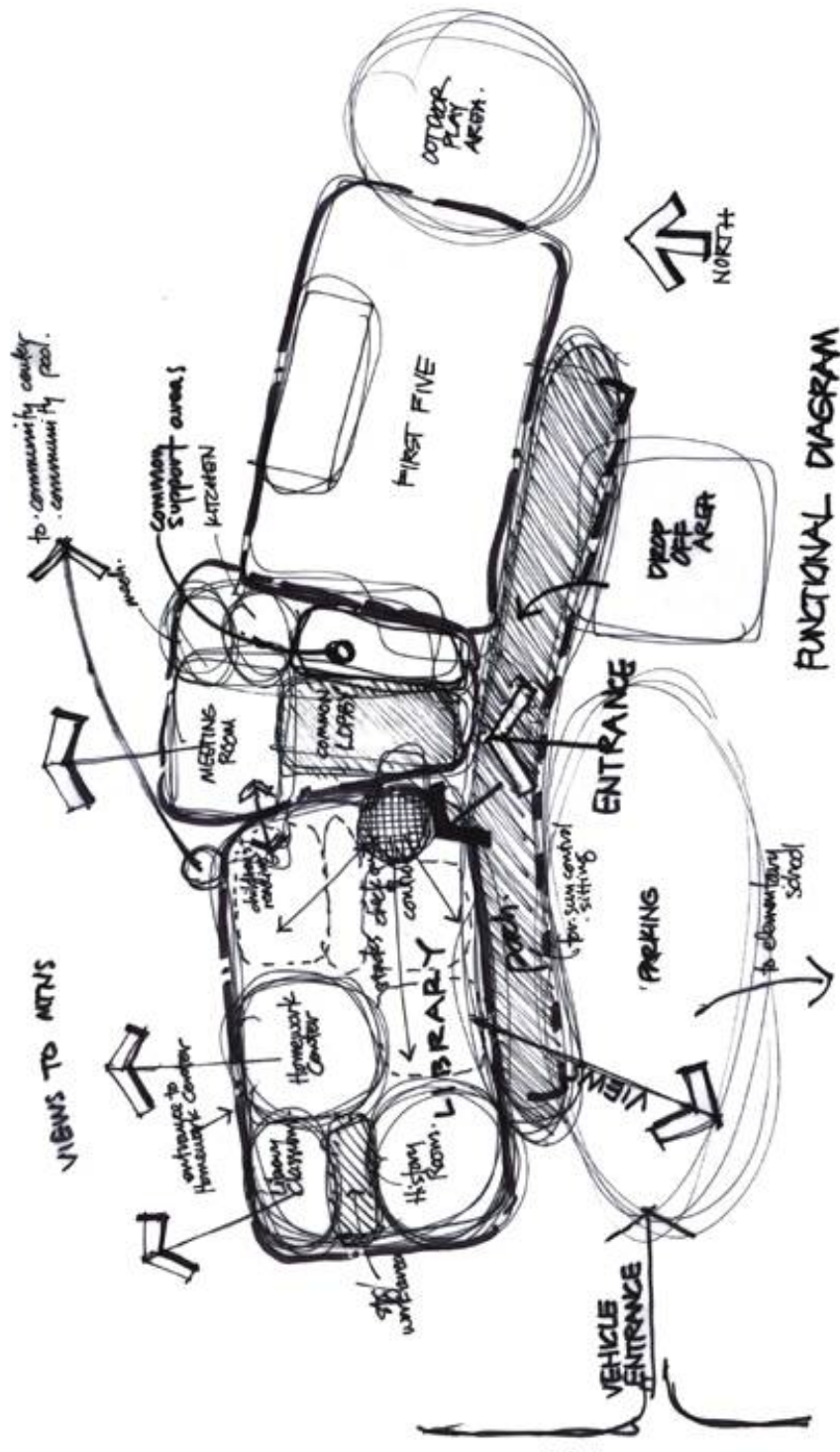
Away from: Local History Room

8.0 Library Restrooms:

Adjacent to: Circulation/Information desk

Close to: Library entrance
Children's area

SPATIAL RELATIONSHIPS



Source: Brad Van Woert, S/V/W/B Architects

SUMMARY OF FACILITY SPACE REQUIREMENTS

The Sierra Valley Library and Children and Families Center is designed as a multi-purpose, joint use facility to provide a single point of entry to a variety of information and health services needed by the Sierra Valley community. The new facility is intended to become a landmark public place for the use and enjoyment of the residents of Sierra County. In addition to general library functions, space that is used during the afternoon for Homework Center tutoring and instruction can be used in the morning for adult and family literacy programs and in the evening for high school and adult academic achievement activities and public Internet access. The meeting room will be used by partner agencies for collaborative and individual needs.

Based on the Needs Assessment conducted for the proposed library, the following needs are identified and supported by the community:

- a public circulating library and reading room
- a pre-school and child day care center based on inclusion principles
- after-school care programs
- a homework/family computer center
- Academic Achievement/Learning Center program
- after-school homework support and academic achievement programs
- instructional space to conduct parent and caregiver classes and other community college level classes
- community meeting rooms
- literacy services
- local history archives and research room
- career development resources with Internet access to the California Employment Development Department (EDD) “Cal Job System” database of job listings, résumé posting service, interviewing tips, etc.
- outreach space for health/social services providers

During the focus group discussions and the community design charettes, some of the size requirements and/or number of occupants per room started to crystallize for the new building. For instance, several of the School District administrators and teachers cited the need to be able to serve up to 30 students at one time during a homework tutoring session, with a further desire to be able to split this group into two or three sub-groups based on intervention needs and behavioral control. Early discussions with Historical Society representatives revealed the desire to have a local history room of approximately 400 square feet in order to handle a rotating collection of resources from County archives and stored books. The Local History Room is also to be a place where small discussion groups can gather to talk about historical events and review new materials that come into the collection.

The meeting room is probably the most challenging space to define since the possibilities of a large room for a small community are endless. Community input from the Sierra County Arts Council and some teachers and students highlighted the desire for a performing arts venue to be cited in the Loyalton area. At one point, a raised stage and sound amplification equipment were

being seriously discussed for the new meeting room. Ultimately, the community consensus was that a fixed stage would not fit with the compact footprint for the building and would detract from the intimate nature of this meeting room to handle small gatherings. The design charette participants settled on a meeting room that could handle up to 30 to 40 individuals in either a row seating configuration or seats around portable tables.

The following tables shows the breakdown for the library assignable space that was established in the community design charettes and interpreted by the Architect, including the proportionate share of the common areas of the building and the non-assignable space.

SHEEHAN/VAN WOERT/BIGOTTI ARCHITECTS
SIERRA VALLEY LIBRARY AND CHILDREN AND FAMILIES CENTER

ROOM NAME	GROSS SF	NET SF (NO WALLS)	WALL AREA	Occupancy per s.f	Occupancy Total
<i>Library Wing</i>					
Literacy Classroom	268	236	32	20	11
Storage	109	98	11	100	1
Local History	436	398	38	20	20
Stacks	470	448	22	100	4
Homework	507	485	22	35	14
Reader Seating	414	403	11	100	4
Children's Library	331	310	21	100	3
Check Out	265	248	17	100	2
Toilet Rooms	100	92	8		2
SUB-TOTAL:	2900	2718	182		61
<i>Common Area</i>					
Meeting Room	573	535	38	15	35
Lobby/Entrance	428	389	39	100	4
Kitchen	152	144	8	100	1
Toilet Rooms	126	114	12		2
Mechanical Room	136	114	22	100	1
SUB-TOTAL:	1415	1296	119		43
<i>Children and Families Wing</i>					
Health & Human Services	161	153	8	100	2
First Five	194	186	8	100	2
Office	111	98	13	100	1
Shower Bathroom	106	89	17		1
Toilet Rooms	140	116	24		2
Large Motor	2295	2164	131	35	61
Copy	45	41	4	100	1
Observation	53	48	5	100	1
SUB-TOTAL:	3105	2895	210		71
GRAND TOTAL:	7420	6909	511		175
		93%	7%		

Sierra Valley Library Portion of the New Building

Area Description	Gross Floor Area (with walls) (sq.ft.)	Net Floor Area (sq.ft.)	Use / Comments
Assignable Space			
Checkout Counter/workstation	265	248	Staff area separated by counters/doors from public area. Book return slot/storage direct to the main lobby.
Local History Room	436	398	Collection of local interest to Sierra County residents. Offers a quiet space separate from other activities.
Homework Center Classroom/Adult Literacy	268	236	Quiet space separated from main library room for tutoring, direct instruction of small groups.
HWC portion of Main Library	507	485	Homework Center tables and computer terminals; used by public when not in SPJUSD use.
Children's Library (portion of Main)	331	310	Children's collection and low seating for young & developing readers.
Reading chairs and tables (portion of Main)	414	403	Space dispersed throughout main library room.
Main Stacks	470	448	Shelving and aisle space for main library collection.
Meeting Room (48% assignment)	275	257	Space shared with C&F wing.
Non-assignable Space			
Interior Bathrooms (2)	100	92	
Storage/Workroom	109	98	Space for Internet/computer hub terminal. Storage for HWC and library supplies.
Lobby & Entryway (48% assignment)	205	187	Space shared with C&F wing. Public display cases for promoting library activities, rotating art in public places displays, historical artifacts, etc.
Lobby Bathrooms (48% assignment)	61	55	Space shared with C&F wing.
Mechanical Room (48% assignment)	65	55	Space shared with C&F wing.
Kitchen & Custodial (48% assignment)	73	69	Space shared with C&F wing.
Total Gross Floor Area	3,579	3,341	
Assignable Area & %	2,785	78%	
Non-assignable Area & %	794	22%	

source: S/V/W/B Architects.

SPACE DESCRIPTIONS

The issues addressed in the General Requirements section of the Building Program cover the majority of areas in the Library's open floor plan. Issues of fenestration, disabled access, acoustics, etc., are addressed in space descriptions if they differ from the general requirements. Please refer to the master furniture list for all furniture and equipment for all spaces.

1.0 Central Entrance, Lobby, and Community Facilities:

The lobby and community meeting room facilities will be shared and used by all partners in the building. In addition, the facilities will be made available to community agencies for public meetings and community events. These areas of the building should be appealing and attractive, and should contain elements that encourage visitors to explore the rest of the building. At the same time, all furniture and surfaces should be durable and easy to clean. It is anticipated that these facilities will be used every day, sometimes several times a day, for a variety of purposes.

In addition to the meeting room, public restrooms, a kitchen, and a custodial closet will be important elements of the community facilities.

1.1 Central Entrance & Lobby:

Assignable square footage: 389 sq. ft. (shared with Children and Families wing)
Occupancy: 4

Spatial relationships:

Adjacent to: Library entrance
Children and Families Center entrance
Meeting room entrance
Public Restrooms
Kitchen

The entrance to the Sierra Valley Library and Children and Families Center should be an attractive, open, welcoming area that creates a unifying space between the various functions of the building. The central entrance should lead people into the building and then clearly direct them to the Library, the Community Meeting Room, public restrooms, and the Children and Families Center. The lobby must be wide enough to allow for foot traffic to and from the Library, the Children and Families center, and the Meeting Room, and should also be spacious enough for small groups to talk outside the Meeting Room without standing too close to the Library entrance.

The lobby should be well-lit and provide visibility to Library, Children and Families Center, and Community Meeting Room entrances. Lighting should be provided outside the doors to provide visibility and security. An exterior changeable sign should indicate Library hours and whether Library is open or closed.

Because this space will receive a high degree of traffic, all surfaces must be durable and easy to clean. The floor must be a durable, non-slip surface, with mats or tiles that serve to remove surface dirt from patrons' shoes before they enter the Library. A bulletin board on the wall should promote Community Meeting Room events, and two display cases should be located in the lobby to showcase local history displays. Display case contents should be visible to patrons in wheelchairs.

Windows on the main doors will provide patrons exiting the building with a transition to the outside, and skylights or clerestories can provide additional light while increasing a feeling of spaciousness. Because the main doors will be opened frequently, this space must have separately zoned temperature control. Efforts should be made to keep the noise from foot traffic and conversation from spreading into the Library.

A wall-mounted bookdrop should be located inside the lobby, near the Library entrance, for patrons to return materials when the Library is closed. An exterior bookdrop should be located in the parking lot where visitors can return books without leaving their cars. A public phone should be located in the lobby, and a drinking fountain should be located near the public restrooms.

The front doors should be equipped with locks and breakaway handles.

1.2 Community Meeting Room:

Assignable square footage: 535 sq. ft. (shared with Children and Families wing)

Occupancy: 25 - 35 (depending upon seating configuration)

Spatial relationships:

Adjacent to: Lobby entrance & Lobby
Public restrooms
Kitchen
Children's Area of the library, with an entrance into it

Close to: Library entrance

The Community Meeting Room will be used by all partners in the building for programs, meetings, and classes. In addition, the facilities will be made available to community agencies for public meetings and community events. The meeting room entrance should feature wide double doors to handle the entrance and exits of large groups. A smaller meeting room entrance should be made available directly into the Library for access to library-sponsored programs.

The room should accommodate 25 people in a theatre-seating arrangement, or 20 to 30 in a classroom-style arrangement, and will accommodate 60 children if seated on the floor. Tables and chairs should be stackable to allow for maximum flexibility of space use.

The meeting room should feature large windows and take advantage of natural light; blinds should be included on the windows to enable groups to darken the room for audio-visual presentations.

Locking storage space in the room or in an adjacent closet needs to hold a cart with large screen TV/VCR. A ceiling-mounted projection screen should be included in the room, and data lines for a videoconference unit should be included.

A separate temperature control is required for the meeting room. Temperature should be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity should be maintained at 30% to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Ductwork should be baffled to prevent unacceptable noise levels in the Meeting Room.

1.3 Kitchen:

Assignable square footage: 144 sq. ft. (shared with Children and Families wing)
Occupancy: 1-2 (short-term usage)

Spatial relationships:

Adjacent to: Meeting room
Children and Families Center

Close to: Public restrooms
Library entrance

Kitchen facilities will provide food service for the meeting room, as well as a place where program staff can heat a meal during breaks. The kitchen will be shared with the Children and Families Center, so should be adjacent to the Center area. It is anticipated that the kitchen will be used in conjunction with the Meeting Room in the evenings when the Children and Families Center is closed. The door leading from the kitchen into the rest of the Children and Families Center should be lockable.

The kitchen should contain basic modern appliances, including sink, stove, oven, microwave, and dishwasher. Cabinets should be lockable to secure Children and Families Center supplies and equipment.

The kitchen should include a small custodial closet with room for mop sink and cleaning supplies.

The library staff and volunteers will utilize the kitchen for simple food preparation for programs or meetings pertaining to the library, as well as for some personal use. Library use of the kitchen is expected to be minimal in comparison to use by the Children's Center.

1.4 Mechanical and Electrical Space:

Assignable square footage: 114 sq. ft. (shared with Children and Families wing)
Occupancy: 1 (short-term usage)

Spatial relationships:
 Away from: Local History Room
 Literacy office/classroom

The mechanical and electrical room is intended to provide a central location for all utilities to come into the building and be distributed out to all the functional areas. The mechanical room will include all electrical control panels and main breakers for the facility. The mechanical room will also include the main water distribution line, pressure reduction valve, and main shut-off valves into the facility as well as the fire sprinkler and main alarm panel. The mechanical room will contain the clean-out access and connection to the sanitary sewer main serving the entire building. Finally, this space will contain some of the distribution ductwork for the HVAC systems to heat and cool the building. No windows are required for this room. Acoustical buffering should be employed to reduce noise from utilities, and noise reduction should also be accomplished by placing this room at a distance from quiet study areas. Ventilation should prevent build-up of heat or fumes.

1.5 Public Restrooms:

Assignable square footage: 114 sq. ft. (2 - shared with Children and Families wing)
Occupancy: 1 each (unisex)

Spatial relationships:
 Adjacent to: Lobby

 Close to: Community Meeting Room

Two public restrooms will be shared by visitors using the Community Meeting Room, and by adults picking up and dropping off children at the Children and Families Center (the Children and Families Center will have its own children's restrooms, and the Library will have its own interior restrooms). No windows are necessary or desired in the restrooms.

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip, and low maintenance. Wall finishes, fixtures, stalls, and counters should be highly durable, mark resistant, and easy to clean. Lighting should be bright. Motion-detector lights will reduce lights being left on all day. Restroom doors should lock from the inside. Staff should be able to lock restroom doors from the outside and require a key for their use if necessary.

All restroom facilities must meet ADA requirements. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser

must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34", and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets. The County will review ADA compliance on final plans.

Acoustic buffering should reduce noise from plumbing and voices, and an adequate supply of exhaust and intake air, with a minimum of 12 air exchanges per hour, should promote comfort and protect health.

Restroom door signs should identify both restrooms as unisex. Required signage includes a door-mounted geometric identification symbol to identify Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility, and a verbal description of the room placed immediately below the accessibility symbol wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille.

1.6 Library Entrance:

Assignable square footage: 25 sq. ft. (approx.)
Occupancy: 1-2 (short-term usage)

Spatial relationships:

Adjacent to: Lobby entrance & Lobby
Circulation/Information desk

Close to: New books
Public Access computers
Community Meeting Room entrance

The Library entrance should be inviting and should clearly indicate to visitors the major services available in the Library. Adequate space should be provided for foot traffic entering and leaving the Library. The Circulation/Information desk should be immediately visible, but not so close to the entrance that it creates a bottleneck. A changeable sign on the door should indicate Library hours and whether or not the Library is open or closed.

Windows on the Library doors should offer patrons a view into the Library and provide exiting patrons with a view of the lobby.

Because this space will receive a high degree of traffic, all surfaces must be durable and easy to clean. The floor must be a durable, non-slip surface, with mats or tiles that serve to remove surface dirt from patrons' shoes before they enter the Library. A bulletin board on a wall near the entrance should promote community wide events, as well as items of interest specific to the activities within the new building.

2.0 Circulation/Information Services:

The Library will have one centralized service desk which handles all borrowing services and all information queries. Functions at the desk include:

- checking materials in and out
- preparing booktrucks for shelving
- receiving incoming delivery bins
- sorting materials for outgoing delivery bins
- telephoning patrons and receiving calls
- Routine business transactions including registration, payment of fines and fees, holds and reserves, etc.

This desk will be staffed by one (1) worker during all Library open hours, but staff may occasionally be called away from the desk to assist a patron in locating a book or using the public access computer. The entire Library will occasionally be staffed by only one person. For this reason, visibility from the Circulation/Information desk of all major areas in the Library is critical. Staff need quick access to public access computers and to the new books shelving for easy replacement of returned books. A standard 31" x 16" booktruck needs to fit comfortably behind the desk.

A staff workstation needs to be near the checkout desk so that staff can be called quickly and easily to assist patrons. Staff will use the workstation for paperwork and preparing library programs.

2.1 Circulation / Information Desk:

Assignable square footage: 248 sq. ft.
Occupancy: 1-2 staff
Up to 4 people waiting in line

Spatial relationships:

Adjacent to: Staff workstation
Library entrance

Close to: Public access computers

New book shelves
Audio-visual shelves
Friends of the Library Shelving
Library restrooms

Good sight lines to: Children's area
Homework Center

The Circulation/Information desk is the only public service point in this Library. Staff should be able to supervise the entire Library from the Circulation/Information desk and have especially clear views of the children's services area and homework area.

The Circulation/Information desk must present a well-organized, business-like appearance and provide an efficient work area for checking-out library materials. Library patrons will bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff will return the materials to the patron.

In addition to checking out materials, Library patrons will be able to pick up materials that are being held for them on reserve, register for library cards, complete routine business transactions such as the payment of fines and fees, and ask reference questions. Because this area of the Library will receive a lot of patron activity, acoustic measures should be taken which can reduce the spread of noise to other areas and protect patron confidentiality.

The Circulation desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and telephone, printer, fax machine, and copy machine on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelves for equipment that is not located on the desktop. The desk height should be 28-34" high to serve children and people in wheelchairs, but also allow staff to check out books while standing up. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons.

Enough room should be available in front of the desk for four patrons to wait in line. There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of portable traffic control posts, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other Library patrons entering or exiting the Library; for example, there must be enough room in front of the desk so that there is no bottleneck when a line forms.

The circulation desk should accommodate one checkout station, scanner, and laser printer. The ability to add a second checkout station in the future is highly desirable. Fax machine, telephone, and copy machine should be at easy reach of staff, but not within reach of patrons. The desk should have a cut-out book return slot in the front and space for a return bookdrop bin behind the desk. Space on the front of the desk should be configured to hold brochures and Library information.

There also needs to be room behind the desk for a booktruck and space for 2-3 delivery bins. The space needs to accommodate storage cupboards for library supplies, a cash draw, a 2-drawer file cabinet, and shelves for 200 returned books and 20 requested books; these items can be built into or around the desk as long as an efficient workflow is maintained. Books returned via the bookdrop in the Lobby Entrance should fall into a fire-proof bookdrop in this area.

The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building.

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided, and no glare is to be permitted on computer screens. Task lighting should be provided for work areas. The master light controls for the Library should be located here.

2.2 Staff Workstation:

Assignable square footage: 40 sq. ft. (part of check-out / information desk)
Occupancy: 1 staff

Spatial relationships:
Adjacent to: Circulation/Information desk

A workstation with chair where staff or volunteers can sit and complete paperwork, perform minor book repairs, or plan programs should be located adjacent to the Circulation/Information desk. Ample workspace should be provided, including space for a typewriter and a computer. Staff at the workstation should have a clear view of the Circulation/Information desk, and should be provided with task lighting to create a bright work area.

2.3 Literacy/Library Storage & Network Hub

Assignable square footage: 98 sq. ft.
Occupancy: 1 staff

Spatial relationships:
Adjacent to: Literacy office

Storage space is necessary for donated books, delivery boxes, children's program materials, previous years' back issues of magazines, literacy program materials, and additional supplies that are not kept at the circulation desk.

This room should also house the network, systems, and telecommunications equipment to support the Library's electronic capabilities. This room is the main point of entry to the building for data and telephone lines, and will house the Library's file server and network equipment.

An area of at least 98 square feet should be allocated for Library and Literacy storage and network hub. No windows are necessary in this area; in fact, this area should be in a secure non-public area and should have a lockable door to prevent non-staff from entering. This area does not necessarily need to be close to the circulation desk, since regularly used library supplies will be kept in storage cabinets there. The storage closet may be minimally furnished. Use of acoustical tile, carpet, and floor treatments should be employed to provide adequate sound insulation.

Shelves to hold 40 periodical boxes and 100 books are necessary in this area, but there should also be adequate floor space to stack up to 10 boxes and bags of donated books.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

This room requires separate zone with individual thermostat. Temperature must be constant at 70° to 72° when heating and cooling with a relative humidity of 35% to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment.

One wall-mounted telephone connection adjacent to the equipment racks and cabinets and one quad communications outlet (four data) co-located with associated power on each of the walls for associated hardware such as printers and servers should be provided.

2.4 Public Access Catalogs:

Assignable square footage: 40 sq. ft
Occupancy: 2

Spatial relationships:

Close to: Circulation/Information desk
Library entrance
Adult Circulating Books and Seating
Young adult shelving
Children's Collection and Seating

Two computer stations should be located within clear view of the Circulation/Information desk for patrons wishing to search the Library's online catalog or perform quick Internet searches. Since patrons will frequently leave the catalog to search the shelves for books, the catalogs should be easily accessible to the adult stacks as well as the Children's area. The stations should be visible from the Library entrance. As library use increases, the ability to add additional computer stations in the future to meet growing need for the catalog is desirable.

Computer stations should be adjustable for stand-up or sit-down use, and wide enough to accommodate keyboard, mouse pad, and small writing space. Vertical space on or near the

stations should be available to post the Library's computer and Internet usage policy. Stations should be made of attractive, durable wood or metal.

3.0 Children's Services:

The Children's Services area will feature books, magazines, and audio-visual materials for children ages 0-12. The purpose of the Children's area is to inspire children with a love of books and reading, and parents should feel encouraged to read to their children in this area. The area should be comfortable and appealing to children, but not make elementary school children feel the area is too young for them.

An open floor plan for the Library is preferable; however, shelves and furniture should be arranged to create a separate space for children. Visibility from the Circulation/Information desk is important, and parents using the new book shelves, magazine shelves, public access catalogs, or the circulation desk should be able to see into the area. Children should have easy access to the public access computers.

Because this area and the Homework Center will be high-activity areas of the Library, it is preferable that they be located near each other to keep the noise contained. The Children's area should also be near the Library restrooms.

Programs for children will be presented primarily in the community meeting room, so the area should be located near the Meeting Room entrance.

3.1 Children's Collection and Seating:

Assignable square footage: 310 sq. ft.

Occupancy: 3-10 children and adults (up to 1 class of 20 children browsing)

Spatial relationships:

Adjacent to: Meeting room

Close to: Public Access Catalogs
Library restrooms
Homework Center

Good sight lines to: Circulation/Information Desk
New Book Shelving

This will be an area where children can look at books and where parents can read to children. The area should be delineated from the rest of the Library with shelving, but should also be arranged to draw children into the area. The Children's area should be visible from the Circulation/Information desk, and children should be able to see the Circulation/Information desk so they will know where to ask for help. Children should also be able to see their parents if their parents are browsing in the New Books area.

The Meeting Room will be used for a variety of children's programs; it is highly desirable to have a door in the Library, near the Children's area, that leads directly into the Meeting Room.

The Children's area will house the following children's fiction collections:

Picture books and board books	830
Easy readers	120
Chapter books	780
Folk and fairy tales	90
Children's books on tape	30

All collections, except folk and fairy tales, are shelved alphabetically by author's last name. Collections can be close to each other, but there should be clear delineation between them. Adequate shelving must be provided to meet the Library's 40-year goals for collections.

The ability to expand the Children's area with extra shelving in the future is highly desirable. Juvenile reference and non-fiction books are interfiled with adult reference and non-fiction collections in all Plumas County Library branches. This is due to the overall size of non-fiction collections in branches and to avoid stigmatizing adults with lower reading levels.

Natural light is highly desirable, but windows should be high enough so that small children cannot touch them easily.

Tables and chairs for the area should be sturdy, yet flexible enough to accommodate children from age 2-12. One preschool-size table with 4 chairs, plus one intermediate-size table with 4 chairs should be included. Three comfortable reading chairs for adults should be included in the area. Tabletops should be wood or sturdy laminate. All furniture should be devoid of sharp edges for safety and easy cleaning. Shelving should be 42" high maximum and should be topped with countertops to allow for book display.

Because this will be a high-use area with children talking and reading aloud, acoustical buffering, which can reduce the spread of noise from this area to the rest of the Library, is preferred.

4.0 Adult and Young Adult Services:

The majority of the Library's book collections should be shelved in "stacks," 66" tall rows of bookshelves. Space should be allocated to maximize the number of bookshelves while avoiding a "tunnel" effect. Book collections should flow from left to right, and there should be clear signage delineating the various genres. A separate area of shelving should be provided for young adults' books, and display shelving for magazines is also required. Providing a quiet, comfortable location for adults to sit and read is an important element of services.

4.1 Adult Circulating Books and Seating:

Assignable square footage 851 (part of Library Main floor)
Occupancy: 8-12

Spatial relationships:

Close to: Public access catalogs
New Books
Audio-Visual Shelving
Local History Room
Young Adult Shelving
Magazine Shelving
Reference Shelving

The adult circulating collections will consist of the following:

Large Print	140
Mysteries	430
Westerns	290
Adult fiction	1,250
Non-fiction (adult and juv.)	2,600

These areas will be used primarily by adults who will be looking for specific titles, but will also be browsing the collection for items of interest. Children will also use the non-fiction shelving, which will include adult and juvenile non-fiction interfiled. Adequate space between the shelving units and adequate lighting should make this a comfortable place for several people to stand in the same aisle and view the shelves. Fiction genres may be separated by an empty shelf, or delineated with signage. The non-fiction collection will include a specialized collection of career development resources, which will also be identified with signage. There should be at least some visibility into the stacks from the circulation desk. The adult collections should be located close to public access catalogs, so that patrons can move back and forth easily between catalog and shelves. Shelving should be 66" tall.

Although people of all ages may use the adult seating area for quiet reading, this area should be purposely distinct from the Homework Center and children's areas in order to make adults feel comfortable there even when the Homework Center is occupied and busy. (Adults will also have access to the Local History Room when it is free.) An adult lounge seating area will be heavily used by adults wanting a quiet, comfortable place to read magazines, newspapers, and books. Seating should be provided for up to 8 adults, and small end tables should be available. Lighting in this area should be bright but not impersonal, and readers should be able to look up and see out a window.

4.2 New Book Shelving:

Spatial relationships:

Close to: Library entrance
Circulation/Information desk

Audio-visual shelving
Magazine shelving
Public access catalogs
Adult collections

Good sight lines to: Children's Collection and Seating

New books are extremely popular, and the new book shelves should be in clear view of the Library entrance. Shelves should accommodate 100 new adult fiction and non-fiction books. The shelves should be located close to the Circulation Desk so that new returned books can be quickly and easily re-shelved. Patrons standing at the new book shelves should have visibility of the Children's area; the new book shelves should also be near the magazine and audio-visual shelving. Space should be available for patrons to stand and browse without being in the way of people in line for the Circulation Desk. Display shelving in this area is desirable to highlight as many new book covers as possible. Signage to identify new books is necessary.

4.3 Young Adult Shelving:

Spatial relationships:

Close to: Homework Center
Public access catalogs

Adult shelving

Away from: Local History Room

Young adults, defined as youth age 13-18, need a collection of 350 hardback and paperback books separate from the Children's area. Ideally, young adults should have an area of the Library separate from the children's and adult areas; in a library this size with an open floor plan, adult and young adult services will share collection and seating spaces. However, many young adults will be using the Homework Center in the Library after school and will consider this area to be their own. The young adult collection should be located close to or visible from the Homework Center and should also be close to the adult shelving, since many young adults will browse adult fiction as well as accessing the general nonfiction collection. Shelving should include an attractive, sturdy, turning paperback rack.

4.4 Reference Shelving:

Spatial relationships:

Adjacent to: Homework Center

Close to: Adult collections
Public access computers
Circulation/Information desk

The reference collection will be used by staff and public to answer informational questions. Patrons and staff will frequently need to take a reference book to a table. Reference materials need to be easily accessible to Homework Center students, who may be the primary users of this collection. Shelving for 320 reference books should be located near the Homework Center, and should also be easily accessible by Circulation/Information desk staff, as well as public using the adult non-fiction. Slide-out double-reference shelves are desirable.

4.5 Magazine and Newspaper Shelving:

Spatial relationships:

Close to:	Adult seating
	New books

Magazine and newspaper shelving should be close to the adult lounge seating, since many visitors will want to browse the periodicals in the Library.

Magazine shelving should display current issues on hinged sloping shelves that lift up to access back issues on fixed flat shelves. Shelving should accommodate 15 magazines; expandability is desirable since the Library may receive gift subscriptions of additional periodicals. In addition, flat shelves should be provided to hold 3 months each of 3 newspapers. Magazine shelving should be no taller than 42”.

Shelving needs to be available for previous years’ back issues of magazines. These can be stored in the Library storage area.

4.6 Audiovisual Collection Shelving

Spatial relationships:

Close to:	Circulation/Information Desk
	New book shelving

Rotating collections of 150 books on tape and 100 videos will be available for patrons to check out. These are popular browsing collections, and display shelving and signage is desirable to increase visibility. These collections should be located close to each other, and can be close to new book shelving to share the browsing space patrons will need. The AV collection area should be very close to the New Book shelving since many patrons will browse for new books and AV materials during the same visit to the Library or while their children look at books in the Children’s area. Because multimedia materials are popular with young adults, this collection should be visible from, and relatively close to, the Homework Center.

4.7 Friends of the Library Book Sale Shelving:

Spatial relationships:

Close to: Library entrance
 Circulation/Information desk
 New book shelving

Shelf space in the Library should be allocated to Friends of the Library for an ongoing book sale. This area should be close to the circulation desk and the front entrance and can be located near the new books section to share the browsing space patrons will need. Shelves should accommodate 200-300 books, and space should be available for patrons to stand and browse. Signage to identify prices of sale books and brochure holders for Friends of the Library information will be needed.

5.0 Local History Room:

Assignable square footage: 398 sq. ft.
Occupancy: 12 -20 (max. depending upon seating arrangements)

Spatial relationships:

Close to: Adult Circulating Books and Seating

Away from: Homework Center
 Children's area
 Mechanical & Electrical Space

The Local History Room will provide a secure place to display and access a variety of rare and valuable historical materials. The Local History Room will complement the City's museum in the adjoining City Park, serving as the repository for the written history of the community along side the visual artifacts that the museum has to offer. In order to provide adequate security for the materials in the Local History Room, the room should be lockable. The room should be a quiet place for serious students and researchers to read, study, and conduct online searches. There should be tables and seating to provide a meeting place for up to 12 people. The space should be designed so one or two individuals or small groups can come together and work on a research project together. Individual adults seeking a quiet space or Internet access when the Homework Center is unavailable to them will also make use of this room when it is not otherwise occupied.

Customized shelving and storage units should be included to house, protect, and secure the archival materials. Lockable pamphlet files, map case, and film/fiche cabinet should be included in the room, and shelving units should have lockable glass fronts. Display shelving should be provided to feature rotating exhibits of documents and artifacts. The room will have a flat case file for large maps and oversized graphics. Two lateral file cabinets where manuscripts, photographic collections, microfilm rolls, and folders of information can be stored will also be in the Local History Room. This room will have larger case shelves so that book faces can be displayed for featured volumes.

This is the one area of the Library where natural light is not desired, as sunlight can have damaging effects on archival materials. However, visibility into the room from the rest of the Library is important to provide security. Separate temperature and humidity control in the room is important.

The Local History Room will include the following materials and equipment:

- books
- maps
- photographs
- microfilm of older local newspapers
- film/fiche of land grants and mining claims
- microfilm/fiche reader/printer
- 2 computers with high-speed Internet access
- laser printer

The Library is working to establish a partnership with the Sierra County Historical Society, which has numerous archival materials currently in storage. It is expected that the collections in this room will grow considerably once the Library is open and as other local historians donate historical documents and records. Shelving should be included to accommodate 1,200 books.

A sign should identify the room and explain Library policy for using the room. Signage inside the room should identify the collections and explain Library policy for using the room and materials.

6.0 Literacy Services:

Assignable square footage: 40 sq. ft. (staff desk - part of Homework Center classroom)
Occupancy: 1 staff, up to 14 students (depending upon seating configuration)

Spatial relationships:

Adjacent to: Homework Center
Library/Literacy storage

Away from: Circulation/Information desk
Mechanical/Electrical

An enclosed Literacy office/classroom will provide a safe, confidential place for tutors and students to meet, and will also provide computers with educational software and high-speed Internet access. This room needs to be large enough for small classes. When they are not being used by Literacy services, four computers in this room will also be used by the Homework Center, so adjacency to the Homework Center is important. Because of the variety of uses this room will receive, furnishings should allow for flexible use of the space. A long table capable of seating up to ten (10) students at one time should be included.

The Literacy office will be staffed by one Literacy Aide who will need a workstation with an additional computer. Storage space for literacy materials is necessary and can be included in the Library storage room.

A separate entrance to the Literacy Classroom is highly desirable. This will facilitate its use when the library is closed to the public, and will increase the privacy of students.

Proper lighting is important for literacy students, who can be distracted by flickering or inadequate light. Natural light has been shown to promote learning, and if fluorescent lights are to be used, full-spectrum fluorescent lights are much preferable.

7.0 Homework Center:

Assignable square footage:	236 sq.ft. (enclosed classroom) 485 sq.ft. (open floor space)
Occupancy:	1 staff, 30 students
Spatial relationships:	
Adjacent to:	Literacy office/Homework Center classroom Reference shelving
Close to:	Adult Circulating Collection and Seating Young adult shelving Children's Area
Away from:	Local History Room

The Homework Center housed in the Library will focus services on students in grades 4-12. Students will be studying individually, working with tutors, and using computers. Space for 8 computer stations and tables and chairs for 12 students are needed in the main floor area of the Library. An additional 10 student seats and 4 computers will be placed in the Literacy/Homework Center classroom (enclosed space) to allow for separation of students and directed instruction as may be necessary. When not being used by Homework Center students, this area will provide study space and computer access for the general public. For this reason, furniture should be standard adult size, durable, and easily cleaned.

The Homework Center should be part of the open floor plan of the Library, but should be delineated with shelving and furniture to create a separate area. Because students will need access to reference books, their adjacency is important. Adult and juvenile non-fiction, and juvenile fiction, should be located close by, but these collections do not have to be located in the Homework Center area. Student activity in the Homework Center is likely to generate noise and so should not be located next to the Local History Room.

Non-glare task lighting should be provided for computer stations and study tables, and all fixed or built-in seating, tables, counters, carrels, or technology workstations will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at

least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

The Homework Center will be staffed by one Homework Aide. Homework Center staff should be able to control access with a portable post-and-rope system to keep students in the designated area. Visibility within the area is important, and staff should be able to make visual contact with staff at the circulation/checkout desk.

This area may need to be expanded in the future if the program is expanded. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

The electrical plan should provide one single data drop (jack) per seat for network enabled tables and carrels. The electrical plan should provide at a minimum, network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

8.0 Library Restrooms:

Assignable square footage: 92 sq. ft. (2 bathrooms)

Occupancy: 1 each (unisex)

Spatial relationships:

Adjacent to: Circulation/Information desk

Close to: Library entrance
Children's Collection and Seating

In addition to the public restrooms located in the Lobby, the Library will have its own interior restrooms. No windows are necessary or desired in the restrooms. The restrooms should be located near the library entrance and the Circulation/Information desk, and be visible to patrons from most of the Library.

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip, and low maintenance. Wall finishes, fixtures, stalls, and counters should be highly durable, mark resistant, and easy to clean. Lighting should be bright. Motion-detector lights will reduce lights

being left on all day. Restroom doors should lock from the inside. Staff should be able to unlock and lock restroom doors from the outside and require a key for their use if necessary.

All restroom facilities must meet ADA requirements. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34", and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets. The County will review ADA compliance on final plans.

Acoustic buffering should reduce noise from plumbing and voices, and an adequate supply of exhaust and intake air, with a minimum of 12 air exchanges per hour, should promote comfort and protect health.

Restroom door signs should identify both restrooms as unisex. Required signage includes a door-mounted geometric identification symbol to identify unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility, and a verbal description of the room placed immediately below the accessibility symbol wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille.

Attachment 2 to this Library Building Plan report is the preliminary Outline Specifications categories identified by the project architectural team of Sheehan/Van Woert/Bigotti relevant to the Sierra Valley Library and Children and Families Center project. The outline specification will become the basis for future construction details and bid specifications for the project.

PROJECT BUDGET

The proposed Sierra Valley Library and Children and Families Center is a collaborative effort between four public agencies that have a unified desire to improve public service and be more efficient with the limited financial resources available to them. Each of the four agencies has different goals and legislative mandates, but they all serve the same clientele, namely the residents of Sierra County. The desire to improve the efficient delivery of public services requires each agency to re-evaluate how and where services are provided, and methods and techniques to cut waste and duplication of services. By placing staff from the partner agencies in the same building, the opportunities to better serve the public multiply significantly.

The preliminary project budget for the new building reflects the need to share and match local program dollars to best serve the needs of the community. If each agency tried to independently build its own separate building, there would not be the economy of scale in either the construction or the long-term operation and maintenance of the facility. It is much more efficient to heat and illuminate one building than it is to provide the same service for 3 or 4 buildings. Unfortunately, each of the partner agencies is facing the same budgetary uncertainty that is gripping the state and federal government. This makes it even more imperative to work together to pool local resources rather than to go separate ways.

When the local agencies met in May of 2002 to start the discussion about the collaborative and construction and operation of the new facility, a preliminary target of \$2.1 million for a complete construction budget was identified based on the pro-forma developed by the Project Planner. This would include all site preparation, civil and architectural services, building costs, permits and fees, and inspection and legal services. As the project concept developed further, one significant cost identified was the need to bring a new 8-inch water line to the Loyalton Elementary School property to install fire hydrants to meet the latest California Building Code criteria. There is currently a 2-inch water line in front of the project site that is adequate to provide interior domestic and exterior landscaping water service, but is not capable of delivering the fire-flow requirements for fire suppression. The City of Loyalton recently adopted a Water and Wastewater Master Plan that identified various system upgrades, including the need to place new fire hydrants in the immediate vicinity of the Elementary School. This resulted in the requirement for the new-8-inch water line tied back to a line with sufficient capacity to serve this area. The construction costs for the new line are reflected in the project budget, and are pro-rated for eligible and non-eligible costs.

As the project Architect and Engineer have refined the building concept from the community design charrettes, responded to the various project requirements from reviewing and licensing agencies, and developed the material lists for construction, the cost estimates have been constantly refined. The table on the next page identifies the complete project cost to construct the Sierra Valley Library and Children and Families Center. The projected project cost of approximately \$2,174,000 is within the original scope of the project pro-forma and is a reasonable financial undertaking for the partner agencies in the new facility.

Section 20440: Appendix 5
Sierra Valley Library and Children and Families Center

Sierra Valley Library and Children and Families Center Project							
County of Sierra, Sierra County Children and Families Commission, Sierra County Superintendent of Schools							
Proposed Library/HWC w/48% common area (1,415) sq.ft.:	3579	48%					
Proposed Children & Family Center w/ 52% common area sq.ft.:	3841	52%					
Total Building Size:	7420						
Project Cost Escalator from Library Grant: Jan, 2002 to September 2004 @ 1/5% per month	0.20%	42					
	Unit Value	Extension	Full Cost	Children & Families Wing	Library Wing	Library Grant Eligible	Local Match for Library @ 35%
<i>New Construction</i>							
Architectural			\$ 470,000	\$ 244,400	\$ 225,600	\$ 146,640	\$ 78,960
Structural			\$ 220,000	\$ 114,400	\$ 105,600	\$ 68,640	\$ 36,960
Plumbing			\$ 27,000	\$ 14,040	\$ 12,960	\$ 8,424	\$ 4,536
HVAC			\$ 88,000	\$ 45,760	\$ 42,240	\$ 27,456	\$ 14,784
Electrical			\$ 88,000	\$ 45,760	\$ 42,240	\$ 27,456	\$ 14,784
Fire Sprinkler System			\$ 17,000	\$ 8,840	\$ 8,160	\$ 5,304	\$ 2,856
sub-total			\$ 910,000	\$ 473,200	\$ 436,800	\$ 283,920	\$ 152,880
OH/P & GC @ 17%		17%	\$ 154,700	\$ 80,444	\$ 74,256	\$ 48,266	\$ 25,990
Sub-total:			\$ 1,064,700	\$ 553,644	\$ 511,056	\$ 332,186	\$ 178,870
New Construction Escalated Total:			\$ 1,157,900	\$ 602,110	\$ 555,790	\$ 361,270	\$ 194,530
<i>Site Development Category</i>							
FireFlow Hydrant Upgrade 8" line - Eligible	550 lf		\$ 26,150	\$ 13,598	\$ 12,552	\$ 8,159	\$ 4,393
FireFlow Hydrant Upgrade 8" line - Non-Eligible	1,800 lf		\$ 72,250	\$ 72,250		\$ -	\$ -
FireFlow Hydrant Upgrade 8" line - Project Total			\$ 98,400	\$ 85,848	\$ 12,552	\$ 8,159	\$ 4,393
Site Development Costs			\$ 143,540	\$ 74,641	\$ 68,899	\$ 44,784	\$ 24,115
SPPCo Power Vault			\$ 3,000	\$ 1,560	\$ 1,440	\$ 936	\$ 504
Landscaping / Erosion Control			\$ 6,000	\$ 3,120	\$ 2,880	\$ 1,872	\$ 1,008
<i>Site Development Sub-Total</i>			\$ 250,940	\$ 165,169	\$ 85,771	\$ 55,751	\$ 30,020
OH/P & GC @ 17%		17%	\$ 42,660	\$ 28,079	\$ 14,581	\$ 9,478	\$ 5,103
Sub-total:			\$ 293,600	\$ 193,247	\$ 100,352	\$ 65,229	\$ 35,123
Site Development Escalated Total:			\$ 319,300	\$ 210,160	\$ 109,140	\$ 70,940	\$ 38,200
<i>Site Permits & Fees</i>							
Water/Sewer Connection Fees w/meter	W1"=\$1500	S4"=\$1,000	\$ 2,500	\$ 1,300	\$ 1,200	\$ 780	\$ 420
Loyalton Water & Sewer Analysis			\$ 2,500	\$ 1,300	\$ 1,200	\$ 780	\$ 420
Site Permit and Fees sub-total:			\$ 5,000	\$ 2,600	\$ 2,400	\$ 1,560	\$ 840
<i>Furnishings & Equipment (no library books)</i>							
NO OH/P & GC needed			\$ 104,550	\$ 19,250	\$ 85,300	\$ 55,445	\$ 29,855
Technology / Computers			\$ 75,000	\$ 50,000	\$ 25,000	\$ 16,250	\$ 8,750
Furnishings & Equipment Escalated Total:			\$ 195,270	\$ 75,310	\$ 119,960	\$ 77,970	\$ 41,980
<i>Signage (Interior & Exterior)</i>							
Signage (Interior & Exterior)			\$ 7,000	\$ 3,640	\$ 3,360	\$ 2,184	\$ 1,176
Signage Escalated Total:			\$ 7,610	\$ 3,960	\$ 3,650	\$ 2,380	\$ 1,280
<i>Architectural & Engineering Fees Category</i>							
A&E (with boundary & topo)			\$ 155,450	\$ 80,834	\$ 74,616	\$ 48,500	\$ 26,116
Civil Engr. Drainage & Hydrology Report			\$ 4,000	\$ 2,080	\$ 1,920	\$ 1,248	\$ 672
State Architect Plan Check Fees			\$ 10,900	\$ 5,668	\$ 5,232	\$ 3,401	\$ 1,831
Construction Inspection for State Architect (PCE value)		3.50%	\$ 40,000	\$ 20,800	\$ 19,200	\$ 12,480	\$ 6,720
Labor Compliance Plan (PCE value)		1%	\$ 13,500	\$ 7,020	\$ 6,480	\$ 4,212	\$ 2,268
Copying costs - Construction Documents			\$ 7,500	\$ 3,900	\$ 3,600	\$ 2,340	\$ 1,260
A&E Sub-total:			\$ 231,350	\$ 120,302	\$ 111,048	\$ 72,181	\$ 38,867
Geotechnical			\$ 3,400	\$ 1,768	\$ 1,632	\$ 1,061	\$ 571
<i>Professional Services</i>							
CEQA Documentation & Project Planning / Permitting			\$ 40,000	\$ 20,800	\$ 19,200	\$ 12,480	\$ 6,720
CPA - Fiscal Compliance Reporting			\$ 4,000	\$ 2,080	\$ 1,920	\$ 1,248	\$ 672
Archaeologist - Trenching Observation & report			\$ 7,500	\$ 3,900	\$ 3,600	\$ 2,340	\$ 1,260
Legal			\$ 40,000	\$ 20,800	\$ 19,200	\$ 12,480	\$ 6,720
Copy Services			\$ 2,000	\$ 1,040	\$ 960	\$ 624	\$ 336
Professional Services Sub-total:			\$ 93,500	\$ 48,620	\$ 44,880	\$ 29,172	\$ 15,708
<i>Other Category</i>							
Title Report			\$ 420	\$ 218	\$ 202	\$ 131	\$ 71
Property Appraisal			\$ 2,500	\$ 1,300	\$ 1,200	\$ 780	\$ 420
"Other" Sub-total:			\$ 2,920	\$ 1,518	\$ 1,402	\$ 911	\$ 491
State Library Grant Eligible Contingency @10% & \$/s.f.	212	\$ 0.10	\$ 157,304	\$ 81,429	\$ 75,875	\$ 49,319	\$ 26,556
Project Total			\$ 2,173,554	\$ 1,147,777	\$ 1,025,777	\$ 666,764	\$ 359,023

SOURCES:

Libris DESIGN, Cost Estimating Simplified, <http://www.librisdesign.org>.

Libris DESIGN, Furniture for Libraries, <http://www.librisdesign.org>.

Libris DESIGN, Glossary of Libris DESIGN Terms and Planning Assumptions,
<http://www.librisdesign.org>.

Libris DESIGN, Library Stacks and Shelving, <http://www.librisdesign.org>.

Libris DESIGN, Lighting for Libraries, <http://www.librisdesign.org>.

Libris DESIGN, Power and Data Management for Libraries, <http://www.librisdesign.org>.

Libris DESIGN, Wayfinding and Signage in Library Design, <http://www.librisdesign.org>.

ATTACHMENT 1 - FURNITURE PLAN & COST ESTIMATE

**Sheehan/Van Woert/Bigotti Architects
Sierra Valley Library and Children and Families Center - Loyalton, CA
Project # 217 - Preliminary Furniture Plan**

Line Item	Furniture Description	Manuf.	Quantity	Sell ea.	Extended Sell
	Children's Area				
A1	Round Table , 36"dia. 18" High, Laminate Table Top with 1/4" PVC Bumper T-Mold	Fixtures	1	\$ 216.15	\$ 216.15
A2	Round Table , 36"dia. 21" High, Laminate Table Top with 1/4" PVC Bumper T-Mold	Fixtures	1	\$ 219.45	\$ 219.45
B1	Bola Chair for Children , "Baby", Seat Height: 10", Chair Width: 18", Chair Depth: 19", Chair Height: 21", Model Number 45011	Fixtures	4	\$ 82.50	\$ 330.00
B2	Bola Chair for Children , "Junior", Seat Height: 13", Chair Width: 18", Chair Depth: 19", Chair Height: 24", Model Number 45013	Fixtures	4	\$ 88.00	\$ 352.00
	Lounge Furniture				
C	Solana Lounge Chair with Upholstered Arms, Chair Width: 32", Chair Depth: 31", Chair Height: 30", Seat Height: 17", Model Number 1921 COM	Arcadia	5	\$ 855.80	\$ 4,279.00
D	Solana Loveseat with Upholstered Arms, Chair Width: 54", Chair Depth: 31", Chair Height: 30", Seat Height: 17", Model Number 1922 COM	Arcadia	3	\$ 1,245.80	\$ 3,737.40
E	Maxim Round Occasional Table , 24"Diameter, 20" High, Wood Finish, Model Number 206W-2420	Arcadia	1	\$ 391.80	\$ 391.80
F	Maxim Square Occasional Table , 24"x24"x20", Wood Finish, Model Number 208W-242420	Arcadia	1	\$ 382.80	\$ 382.80

Sheehan/Van Woert/Bigotti Architects
Sierra Valley Library and Children and Families Center - Loyalton, CA
Project # 217 - Preliminary Furniture Plan

Line Item	Furniture Description	Manuf.	Quantity	Sell ea.	Extended Sell
	Study and Meeting Areas				
G	Emotion Side Chair , Armless, Chair Width: 22", Chair Depth: 23", Chair Height: 32", Seat Height: 17-3/4", Model Number 67003	Fixtures	78	\$ 88.00	\$ 6,864.00
	Transport Dolly for Emotion Side Chair, Model Number 00067	National	1	\$ 266.75	\$ 266.75
H	Simplicity Series Laminate Folding Table , 30"x72", Laminate Table Top with 1-1/4" PVC T-Mold, Model Number 1038.3072	Laminates+	4	\$ 330.60	\$ 1,322.40
J	Simplicity Series Conference Table with T-Base, 30"x96", Laminate Table Top with 1-1/4" PVC T-Mold, Model Number 1022.3696	Laminates+	1	\$ 337.20	\$ 337.20
K	Simplicity Series Conference Table with T-Base, 36"x60", Laminate Table Top with 1-1/4" PVC T-Mold, Model Number 1022.3660	Laminates+	4	\$ 283.80	\$ 1,135.20
L	Computer Kiosks , Ability Series, Rectangular Top, 36" wide by 30" deep, adjustable surface incremental range of 24"-43" high. PVC Bullnose Edge w/ Laminate Top. Supplemental Accessories: 30" wide by 19" high Translucent Screen divider attached to 30" Table Rail, 30" Table Tray for cable management and surface mounted CPU Holder. Model Number: AQRE33036----	Teknion	8	\$ 720.00	\$ 5,760.00
M	Computer Kiosks , Ability Series, Rectangular Top, 36" wide by 30" deep, adjustable surface incremental range of 24"-43" high. PVC Bullnose Edge w/ Laminate Top. Supplemental Accessories: Table Tray for cable management and surface mounted CPU Holder. Model Number: AQRE33036----	Teknion	7	\$ 560.50	\$ 3,923.50
N	Computer Kiosks , Ability Series, Rectangular Top, 24" wide by 30" deep, adjustable surface incremental range of 24"-43" high. PVC Bullnose Edge w/ Laminate Top. Supplemental Accessories: Table Tray for cable management and surface mounted CPU Holder. Model Number: AQRE33024----	Teknion	2	\$ 546.00	\$ 1,092.00
P	Workstation , Expansion Series, Curvalinear Desk w/ Left Hand Return, Mobile Pedestal (2 box drawers / 1 file drawer) 15" wide by 22" deep, Model Number RVWS5B4872A2, Model Number RVSS53036241	Teknion	1	\$ 1,003.00	\$ 1,003.00
Q	Workstation , Expansion Series, Curvalinear Desk w/ Right Hand Return, Mobile Pedestal (2 box drawers / 1 file drawer) 15" wide by 22" deep, Model Number RVWS5B4872A1, Model Number RVSS53036242	Teknion	1	\$ 1,003.00	\$ 1,003.00

Sheehan/Van Woert/Bigotti Architects
Sierra Valley Library and Children and Families Center - Loyalton, CA
Project # 217 - Preliminary Furniture Plan

Line Item	Furniture Description	Manuf.	Quantity	Sell ea.	Extended Sell
S	Vertical files , 4 dwr legal locking #25-451	Global	4	\$ 193.20	\$ 772.80
T	Flat file	Safeco	1	\$ 1,116.50	\$ 1,116.50
	Display products				
U	Wood Bookcase w/ Hinged Glass Doors , Adjustable Wood Shelves 10-1/4" Deep, Locking.	Hale	3	\$ 512.00	\$ 1,536.00
V1	Library Shelving Units with End Panels and Laminate Top, 42" high	Space Saver	41		\$ 12,500.00
V2	Library Shelving Units with End Panels and Laminate Top, 66" high	Space Saver	33		\$ 13,200.00
W	Wood Display Case 48"x70"x18", Glass Shelves, 4" Black Vinyl Kickplate, Honey Maple Finish, back of case finished in white laminate.	Waddell	3	\$ 1,275.00	\$ 3,825.00
X	Best-Rite Display Case , 36"x40"x14", Glass Case, Black Aluminum Frame, Sliding Tempered Glass Doors with Lock, Glass Shelving.	Elite	2	\$ 1,085.00	\$ 2,170.00
	Library Equipment				
Y	Book Drop , Built in Book Return, Heavy Duty Stainless Steel Fire Deterrent Chute and Fire Deterrent Cart, Casters w/ Foot Brakes. Standard Size: 20" x 30"x 39"	Kingsley	2	\$ 3,025.00	\$ 6,050.00
Z	Book Truck , Double Sided Cart, 6 Slant Shelves, 37"x18"x42", Model Number V366-BL4	Bretford	1	\$ 275.80	\$ 275.80
	Services				
	Freight Charges				\$ 1,650.00
	Receive at Warehouse, Inspect, Deliver and Install during Regular Business Hours				\$ 8,950.00
Grand Total					\$ 85,273.35

ATTACHMENT 2 - OUTLINE SPECIFICATIONS

**SIERRA VALLEY LIBRARY AND CHILDREN AND FAMILIES CENTER
SHEEHAN/VAN WOERT/BIGOTTI ARCHITECTS
OUTLINE SPECIFICATIONS
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